



**Board of Trustees Meeting
Paragould Campus – PAC 128
August 6, 2015
12:00 p.m.**

Members present: Dr. Paul Baltz, Doug Cox, Ray Noel, Sue Gibson, Leo Baltz, Ruth Ann Ellis, Carolyn Collins, and Dr. Eric Turner. Guests present: Angie Caldwell, Dr. Roger Johnson, Martha Nelson, Karen Liebhaber, and Rhonda Stone. Vickie French was present to record the minutes of the meeting.

Chair Dr. Paul Baltz welcomed members and guests to the meeting. Carolyn Collins was recognized as a newly appointed board member. Mrs. Collins replaced John Jackson.

APPROVAL OF MINUTES

Motion by Sue Gibson to approve the minutes of the May 21, 2015 meeting as presented. Motion seconded by Doug Cox. Unanimous.

PRESIDENT'S REPORT

Health Science Complex

Dr. Eric Turner reported Nabholz is running behind schedule and now has a projected completion date of August 15th. The furniture delivery has been postponed until the week of August 24th. The dedication date has been set for Monday, November 2nd, at 3:00 p.m. and Business after Hours will follow in the building beginning at 5:00 p.m.

2015-2016 BRTC Course Catalog

Motion by Ruth Ann Ellis to approve the 2015-2016 BRTC Course Catalog as presented. Motion seconded by Ray Noel. Unanimous.

Capital Projects Committee

Committee Chair Doug Cox made the motion that Black River Technical College's Board of Trustees authorize the administration to pursue the relocation of the Fire Science Academy and related programs from the Walnut Ridge facility to the Pocahontas Campus, and to reserve the \$345,000 General Improvement Funds to be used for a new Fire Training Tower to be constructed on the Pocahontas Campus. Motion seconded by Ray Noel. Unanimous.

Dr. Turner stated the demolition of the tower and single story burn building has been awarded to Lakeside Contractors for \$11,580. The demolition is scheduled by the end of August.

ACADEMIC AFFAIRS

General Education – New Personnel

Dr. Roger Johnson reported Ben Runnels was selected as the new LETA instructor. Karen Marlow has been hired as a fulltime Spanish instructor. Sheila Baltz was selected as the Adult Education instructor for the Walnut Ridge site and Ashley Boles will join the LETA staff as BAT instructor.

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Technical Education – New Personnel

Angie Caldwell reported that Alan Decker was selected as the Director of Corporate and Community Education; Diane Graftenreed as Administrative Assistant for Corporate and Community Education; and Patricia Sanderson as Workforce Program Development Coordinator at the Paragould Campus. Darendia Kersey will return to BRTC as a Business Technology Instructor.

There are two open positions: Technical Secondary Liaison is new and funded by Carl Perkins; and a Phlebotomy instructor.

Educational Advancements include: Zeb Blansett has completed his Bachelors of Professional Studies at Arkansas Tech University; Tonya Hankins, Director of Nursing, completed her Master of Science in Nursing Education from Grand Canyon University; Alan Haskins, Fire Science Director, completed his Master of Science in Emergency Services Management from Columbia Southern University; and Mylea White, Completion and Retention Specialist, has completed her Bachelor of Arts in Interdisciplinary Studies from the University of Arkansas – Little Rock.

ADMINISTRATIVE AFFAIRS

Aviation Building

The Aviation Building has been leased by PECO for storage and are using the classrooms for meetings and training through mid-2016.

Academic Complex

A mold issue was found in the AC building in mid-July as a result of HVAC issues along with very high humidity of the surrounding grounds. Southern Microbial Inspections was hired to inspect the building and evaluate the mold type. The findings indicated the mold was not a health hazard (not black mold), and as an extra precaution, All Clean of Jonesboro was hired to clean the building. It will be ready for occupancy on August 11th.

Student Affairs Renovation

The storage area in Student Affairs is being renovated to accommodate an additional office to be used for the Registrar's Assistant, Billie Fry. This move will provide an office for the Student Affairs Recruitment Specialist, Angie French.

Administrative Personnel

Lynn Steele moved from a Maintenance Assistant to Skilled Tradesman – Carpentry. James Thielemier moved from a Maintenance Assistant to Skilled Tradesman – Electricity. New fulltime hires during FY15 and to the present include: Jennifer Tubbs and James Holscher as Institutional Services Assistants; Charles Parker as Maintenance Assistant. Paige Bishop was hired as Food Preparation Coordinator and serves as Cafeteria Manager. On the Paragould Campus: Darlene Crawford serves as Fiscal Support Technician/Business Office Assistant and operates the Bookstore. The Public Safety Officer is Thomas Nelson.

DEVELOPMENT

"2015 Great Colleges to Work For"

Karen Liebhaber shared that BRTC was rated as one of the "2015 Great Colleges to Work For" by the Chronicle of Higher Education. The three categories BRTC excelled in were: Confidence in Senior Leadership; Supervisor/Department Chair Relationships; and Work/Life Balance.

Upcoming Events

Annual Golf Tournament

The 22nd Annual IBERIABANK/BRTC Foundation Golf Tournament is scheduled for Friday, October 2, 2015. The rain date is Monday, October 5, 2015, if needed.

Holocaust Survivor Series

The Holocaust Survivor Series is scheduled for October 27-28, 2015. We will learn who the guest speaker will be as the event date gets closer. More information will follow as details are finalized.

FINANCIAL AFFAIRS

Financial Statements as of June 30, 2014

Rhonda Stone stated that the audit for the fiscal year July 1, 2013 through June 30, 2014 was early released by Arkansas Legislative Audit on July 15, 2015. There were no audit findings. Mrs. Stone was asked to disclose that Bridgette Rose is employed in the Finance Office and married to Kelly Rose, Vice President - Commercial Relationships Manager for IBERIABANK. Motion by Paul Baltz that the Board of Trustees of Black River Technical College accepts the audit for fiscal year 2014 as filed with the Legislative Joint Auditing Committee. Motion seconded by Sue Gibson. Unanimous.

Promotional Items Appropriation and Funds Transfer

Motion by Doug Cox that the Board of Trustees of Black River Technical College authorizes the line item transfer of cash appropriation and monies from operating expenses into a special appropriation line item to be used for the acquisition of promotional items not to exceed \$78,960 for FY16. Motion seconded by Ruth Ann Ellis. Unanimous.

Signatory Authority

Motion by Doug Cox that the Board of Trustees of Black River Technical College authorizes Rhonda Stone and Eric Turner as signers on all of the college's bank accounts, this motion excludes the Foundation accounts. Motion seconded by Ruth Ann Ellis. Unanimous.

Personnel

Mrs. Stone stated that Michael Smith has accepted the position of Purchasing Technician for BRTC on the Pocahontas Campus.

STUDENT AFFAIRS

Admissions Update

Martha Nelson shared current enrollment data for the Fall term. We are at 70% of last fall's enrollment with 1,367 students. There has been a late summer surge of students enrolling in classes.

2015-2016 BRTC Student Handbook

Mrs. Nelson and those in her department have prepared a Student Handbook which shares useful information from admissions through graduation as well as Title IX – BRTC's Sexual Harassment Policy. The handbook will require continuing evaluation, review and approval by appropriate college officials. Motion by Doug Cox to approve the 2015-2016 BRTC Student Handbook as presented. Motion seconded by Ray Noel. Unanimous.

EXECUTIVE SESSION

Motion by Sue Gibson to adjourn into executive session to discuss personnel issues. Motion seconded by Doug Cox. Unanimous.

Motion by Doug Cox to resume regular session. Motion seconded by Sue Gibson. Unanimous.

OTHER BUSINESS

Upcoming Meeting Dates

The next meeting dates are: November 5, 2015; February 4, 2016; May 5, 2016; August 4, 2016; and November 3, 2016.

ADJOURNMENT

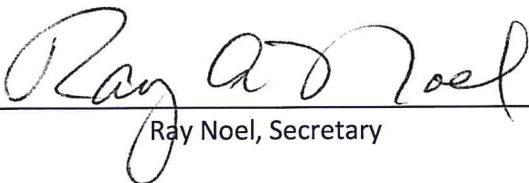
Motion by Doug Cox to adjourn at 2:00 p.m. Motion seconded by Ruth Ann Ellis. Unanimous.

Also attending the meeting:

Alan Decker
Betty White and grandchildren Lane and Kyleigh Taylor

Donna Statler

Priscilla Stillwell



Ray Noel, Secretary

August 21, 2015